



CITY OF TAMPA, FLORIDA - RFQ
c/o Contract Administration Department
306 East Jackson Street #280A4N
Tampa, Florida 33602

21-C-00030; Tampa Fire Rescue Tower Design-Build

PUBLIC ANNOUNCEMENT IN COMPLIANCE WITH REQUIREMENTS OF SECTION 287.055, FLORIDA STATUTES (CONSULTANTS' COMPETITIVE NEGOTIATION ACT) APPLICABLE LAW, EXECUTIVE ORDERS, RULES, REGULATIONS, AND THE CITY'S STANDARD PROCEDURES. A NOTICE OF INTENT TO AWARD SHALL BE POSTED, IF AT ALL, ON THE CITY'S WEBSITE ACCESSIBLE BY UTILIZING THIS WEBSITE LINK: www.tampagov.net/contract-administration/programs/architectural-engineering-construction-and-related-rfqs.

The City of Tampa seeks Design-Build services for the Tampa Fire Rescue Tower. The scope shall include, but not be limited to the following: Comprehensive Design Services; Survey Services; Coordination of Upgrades/Repairs to the Multiple Projects Identified Herein; City of Tampa and All Required Regulatory Permitting; One Guaranteed Maximum Price (GMP) Proposal; Construction of the complete facility.

Preliminary Budget: \$1,500,000.

Additional material may be found at demandstar.com and at: www.tampagov.net/contract-administration/programs/architectural-engineering-construction-and-related-rfqs

Questions may be directed to Jim Greiner, P.E., Contract Administration, City of Tampa, (813) 274-8598, or E-Mail jim.greiner@tampagov.net.

An individual or entity ("Firm") responding to this RFQ must provide evidence of any required licenses, certificates, or registrations with its submission or within 10 days thereof in order to be considered. The City shall own all ideas, documents, plans, and materials developed as a result of this solicitation and Firm is informed same shall be subject to reuse in accordance with Section 287.055(10), Florida Statutes. Firm (i) confirms it has read and is familiar with Section 119.071(3), Florida Statutes regarding certain building plans, blueprints, schematic drawings, which depict the internal layout and structural elements of a building, facility, or other structure owned or operated by the City or other agency that are per said section exempt from Section 119.071(1), Florida Statutes and Section 24(a), Art. I of the Florida Constitution ("Exempt Plans") and (ii) agrees Firm shall remain in compliance with same, including maintaining the exempt status of such Exempt Plans for so long as they are held by Firm or otherwise in its possession. The City may cancel, withdraw, or modify this RFQ at any time and reserves the right to reject any or all responses and to waive irregularities, formalities, and informalities as it determines in the City's best interest.

Firms desiring to provide these services to the City must submit a single electronic file in searchable PDF format, Smaller than 5MB, that includes the attached RFQ Transmittal Memorandum completed as appropriate, a Letter of Interest addressed to Brad L, Baird, P.E., Chairman, and referring to this RFQ by number, together with a Statement of Qualifications and any supplemental material allowing evaluation for further consideration (short-listing) based upon the following criteria/point system: Successful Comparable Project Experience, (30 pts); Urban Fire Rescue Design-Build Experience (25 pts); Workload and Availability (5 pts); Past Performance/Low amount of City Work (5 pts); Standard Form #A305 (5 pts)(Submit any confidential financial info in a separate PDF.); Workforce Development Plan (10); Planned WMBE/SLBE Solicitation & Utilization, Form MBD 10 & 20 (20 pts)..

The PDF file must be **E-Mailed to ContractAdministration@tampagov.net BEFORE 2 P.M., May 27, 2021..** As a courtesy, the City will endeavor provide an email acknowledgement usually sent within a few days after submission receipt (submissions received on the day of the deadline may not be acknowledged before the deadline or at all). It is Firm's responsibility to confirm its submission (PDF file) has been received.

RFQ: 21-C-00030

Tampa Fire Rescue (TFR) Training Tower Replacement: Design-Build, Design Criteria Package



**RFQ 21-C-00030 DESIGN-BUILD SERVICES
FOR THE
TAMPA FIRE RESCUE (TFR) TRAINING
TOWER REPLACEMENT
116 S. 34th ST TAMPA, FL 33605
DESIGN CRITERIA PACKAGE**

PREPARED BY:

JON WENBERG, PROJECT ARCHITECT

CONTRACT ADMINISTRATION DEPARTMENT

CITY OF TAMPA
April 15, 2021

DESIGN CRITERIA:

The City of Tampa has prepared the Design Criteria Package for RFQ: **21-C-00030** for Design-Build services related to the Tampa Fire Rescue (TFR) Training Tower Replacement Project, located at 116 S. 34th St Tampa, Fl 33605. The scope shall include, but not be limited to the following:

- **Comprehensive Design Services**
- **Survey Services**
- **Coordination of Upgrades/Repairs to the Multiple Projects Identified Herein**
- **City of Tampa and All Regulatory, i.e. Civil/Environmental (Pond/Berm Construction - SWFMD), Circulation, Structural, Ventilation, Lighting, and Gas etc., Pre-application Requirements of the Permitting Checklist.**
- **One Guaranteed Maximum Price (GMP) Proposal**

SECTION 1: Design Criteria in General

Purpose

- 1.1.** This document provides the criteria for the design and construction of the Tampa Fire Rescue (TFR) Training Tower Replacement project (A - I, Sec. 2) at the Tampa Fire Rescue Training Facility. The intent is to list the minimum design criteria necessary for achieving this effort under one Design-Build GMP.
- 1.2.** Scheduling and coordination of the project must organize lead times and funding in the most efficient and suitable manner acceptable to Tampa Fire Rescue operations. In response to End-user project descriptions and product/system exhibits, respondents should propose a scheduling and coordination matrix for a single GMP package, to be refined during the pre-design/proposal phase in negotiation with the end-user and stakeholders of the City of Tampa.
- 1.3.** This criteria package presents user comments and product data as a basis of design - it is not a specification or prescriptive checklist. This package is not intended to replace the professional judgment by a competent licensed professional engineer or architect in proposing the full scope of work needed and the budget required. The exhibits attached consist of proposals and estimates for parts of the work described under this RFQ that have been compiled by the end-user and are included here for use as a basis of design only and not intended to indicate acceptance or intent to hire.
- 1.4.** Additionally, nothing in this document should preclude consideration and use of emerging technologies and commercially available products if they can be proven to result in the successful and satisfactory design and construction of the project.
- 1.5.** Construction Documents: In addition to City of Tampa requirements, it is imperative that the final designer and preparer of construction documents fully understand ADA regulations and accessibility, public safety, and all related code/plan-review and regulatory agency submittal requirements to design and construct facility improvements accordingly.

SECTION 2: Basis of Design

Tampa Fire Rescue (TFR) Training Tower Replacement (Project)

1.1 Preliminary Budget

\$1,500,000 (Project total budget to be determined as part of the design and pre-construction effort.)

1.2 RFQ Responses

- a. Demonstrate experience and ability to develop a GMP to include this and all associated exhibits (design/construction scopes to include but not limited to preliminary pricing at 30/60/90% design documents, 60% design utility submission, and any other qualifications addressing GMP total scope).
- b. Demonstrate experience and ability to coordinate this project proposal in response to Tampa Fire Rescue scheduling criteria as a recommendation for one GMP to most efficiently coordinate lead-times, maximize downtime efficiencies, and generally phase work in least disruptive sequence to Tampa Fire Rescue Training operations that remain active during construction.

1.3 Basis of Design

a. End-user Replacement Plan Introduction:

TAMPA FIRE TRAINING (TFR) TRAINING TOWER REPLACEMENT PROJECT SPECIFICATION SHEET

Complete Set of fully engineered structural plans

All products meet or exceed new NFPA 1402 standards

Multi-story, multi-fire training building that burns Class A materials. It enables fire attack at grade, above grade and below grade, covering applicable NFPA 1001 requirements. The unit consists of fifteen modified shipping containers: three with burn chambers, twelve cold chambers used for staging, approach and search and rescue operations, and one stairwell container. The unit will be a burn/training building with an attached tower and elevator shaft.

The Tampa Fire Rescue LOGO displayed in a designated location. Specific fuel loading system with wall and ceiling boards in addition to the incipient burn crib to accurately simulate a room and contents fire. - NFPA 1402 & OSHA-compliant system

Burn Chambers:

Three (3) 7 feet by 10 feet high-temperature thermal-insulated burn chambers with emergency exits (as required NFPA 1402) The burn chamber walls and ceiling are insulated with 11-gauge steel which is capable of withstanding repeat exposure to 2200 degree high temperature evolutions within a burn chamber environment. Each of the burn chambers have 5/16-inch chains on walls and ceiling of burn area

NFPA 1402 7.1.3

Category Burn Chambers: add burn room baffles to all 3 burn chambers

High-heat thermal-insulated wall with door(s)

Hose access points throughout building

Flooring:

The interior floor surface of the burn chamber containers will be 11-gauge steel sheets over the cross members of the container. Precast concrete bricks are also placed on the floor of the burn chambers. The floors outside the burn chamber are covered with 16-gauge steel sheet so as to not expose any portion of combustible materials. Flooring in the Cold Chambers consists of manufacturer's standard marine grade ISO container wood as there are no fires in these areas.

Interior Stairway:

The interior stairway is fabricated using steel stringers with open treads. Stairs are 48 inches wide, have a 12-inch tread depth, made of steel and are coated to protect against corrosion. The stairwell will have double handrails and guard rails. Interior stairwell compliant with OSHA standards

Interior Stairway : per NFPA 1402 specs to current building code

Exterior Stairway and Staging Platform:

The exterior stairway extends from the first-floor ground level to the second-floor platform. These are fabricated using steel stringers with open treads. Treads are 36 inches wide, have a 10-inch depth, made of steel and are coated to protect against corrosion.

There is an 8 foot by 8-foot staging platform at the top of this staircase. There will be guardrails around every standing or working zone above 30 inches above ground level.

One (1) Wrap around walking platform with exterior staircase

Doors:

There are doors in various locations in the unit. All doors and doorway openings are standard 36 inches wide by 80 inches high. All door openings are provided with fire doors with a rating consistent with the fire resistance rating of the wall wherein installed, for example Burn Chamber doors will have insulation, and Cold Chambers will have egress doors. One (1) Forcible-entry door (reusable and no consumable parts, quick and easy re-set to optimize evolutions)

Windows: The unit will contain windows which will all be suitable for entry, exit, and rescue training from ground ladders. Each window will be a standard size of 36 inches by 36 inches. The windows will have a sill height at least 42 inches above the top of the finished floor. Window closures such as shutters will always swing out.

- One (1) Forcible-entry window

VES windows

- One (1) Bailout window with upper and lower Tie -off points

Tower: 4 - 20' containers with 42" parapet wall. Interior stairway w/ intermediate landings @ elevator doors. Standpipe system throughout each floor landing.

Proper drainage system on each floor to provide adequate drainage for each container.

NFPA 1402 6.1.9, A.6.1.9, A.6.1.9.1

RFQ: 21-C-00030**Tampa Fire Rescue (TFR) Training Tower Replacement: Design-Build, Design Criteria Package**

Elevator Shaft: 40' tall with 42" parapet on the roof. Interior will consist of a fold away catwalk and 3 internal elevator doors. External access doors for elevator shaft. External hatch to access from top of elevator

Lighting:

Tower and exterior stairwell illumination. Electrical outlets throughout building.

Additional Props: The following additional training and prop items are available:

- Thermocouple Package - Temperature Monitoring System
- Exterior Lighting Package
- 2nd Floor Burn Chamber Cleanout Platform
- 1st Floor Walkable Roof Platform
- 2nd Floor Walkable Roof Platform
- 2 - Reconfigured wall props
- Standpipe
- Transitional Attack Window
- Interior Denver Drill prop
- Exterior roof ventilation prop x 3
- Forcible entry door prop
- (1) Repelling points on 4 - story tower unit
- Confined space training tube with 36" man way opening
- Roof Hatch
- Multi-story window rescue
- Various ladder operations to multiple floors
- Rebar window prop
- Sprinkler rise with shutoff isolation valve
- Two (2) sprinkler heads with inspector test valve
- First floor confined space room
- Two (2) three section SCBA reconfigurable mazes
- Two (2) Breach wall props
- Two (2) 16" x 36" crawl space break props
- ~~Tilt roof 6 on 12 with shingles~~
- Elevated flat roof chop out
- Two (2) different pitch incline roof chop out pops (4 on 12 and 6 on 12)
- Three (3) Removable platforms for each roof ventilation prop
- One (1) Cleanout hatch
- One (1) T-shore collapsible roof prop
- One (1) 42" parapet wall around the top of tower
- One (1) 42" parapet wall around the top of elevator shaft
- One (1) OSHA Repel bar
- Training deck with safety railing x 2
- One (1) 8' x 8' T-shore prop
- Floor hatch to reach 2nd floor

RFQ: 21-C-00030**Tampa Fire Rescue (TFR) Training Tower Replacement: Design-Build, Design Criteria Package****Training:**

A comprehensive "Train-The-Trainer" Instructional program. The training course consists of a two-day combination of classroom and hands-on training for up to 10 personnel. Training will be delivered by certified instructors. The instructors shall have over 100 training evolutions experience with the fire simulation training systems. The course includes a 4-hour classroom portion covering the theory of operation, recommended loading procedures, pre-evolution briefing materials, safety procedures and maintenance of the system. The hands-on portion is 12 hours and will consist of operation of the burn simulator with the trainer's instructions. Each student will have an opportunity to conduct a complete training evolution from loading the materials, to inspecting the students prior to entry, to starting the fire, to controlling the fire growth and stages of evolution, to ending the session, then clean up and debriefing. Each participant who completes the training course will be certified as a Level 1 Instructor. Every 3 years a building reinspection will be provided in accordance with NFPA A 1402 and an instructor refresher will be provided for the life of the building.

Every 3 years a building reinspection will be provided in accordance with NFPA 1402 7.2, 7.2.2

Background:

TFR Training Simulator Project 2021

The Tampa Fire Training Grounds is a 14.5-acre parcel of land that was established in 1978. The training facility is located at 116 S. 34th St Tampa, FL 33605. Constructed on the premises was a concrete 5 story training tower that exists to present day. The training tower, over the years, had to be refurbished for structural damage due to repeated utilization by the fire department as well as many other city agencies. The tower is 43 years old and has exceeded its shelf life.

Over the past 43 years there have been minimal upgrades to the fire/police training center. The most recent purchase is dated back to 2009 when TFR initiated a live fire program. A Drager IV Burn Swedish Class A Burn simulator was purchased and placed in use for live fire training. TFR frequently utilizes the live fire training simulator. TFR hosts a Fire Academy that will have a minimum of two (2) burns per class. TFR hosts 3 academies per year. TFR will at minimum have two (2) burn opportunities per each new employee orientation class. The simulator also plays host to multiple fire training scenarios required to keep up with industry trending fire ground tactics and is an integral component of maintaining TFR as a State certified training facility.

The simulator has exceeded the shelf life with four (4) of the six (6) containers are in immediate need of being replaced. The time has come and the specifications submitted fix both the phase IV simulator and the concrete training tower at the same time.

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Tampa Fire Rescue (TFR) Training Tower Replacement: Design-Build, Design Criteria Package

GOALS and BENEFITS:

- Tampa Fire Rescue immediately becomes a top industry leader in training buildings
- Improved safety to training participants
- Increased opportunities to provide state of the art live fire training
- Specifications for all disciplines TFR provides has been added to the new simulator
- Immediately assists with the CF AI Accreditation recommendations for TFR Multi-Disciplinary Training.
- Internal and external stake holder utilization
- ALL in ONE training aide (Tower, burn rooms and elevator shaft)
- Tampa Fire Rescue will continue to be a certified training center. This will allow TFR to remain partnered with Aparicio Leavy Tech College and host a minimum standards fire academy.

b. Exhibits

- 1. A-01; Tampa Fire Rescue Reference Plan**
- 2. A-02; Tampa Fire Rescue Detail**
- 3. B-01; Tampa Fire Rescue Aerial Site**
- 4. B-01; Tampa Fire Rescue Detail**
- 5. C-01; Basis of Design Building Type**
- 6. C-02; Basis of Design Building Type**
- 7. C-03; Basis of Design Building Type**
- 8. C-04; Basis of Design Building Type**

c. Example Manufacturers; Basis of design but not limited to:

- 1. Fire Training Structures, LLC**
<https://firetrainingstructures.com/>
- 2. American Fire Training Systems, Inc.**
<http://americanfiretrainingsystems.com/>

1.4 Existing Conditions

Design build services shall include but not be limited to survey and verification of all existing conditions including environmental compliance, utility coordination, regulatory permitting, and ultimate construction of all site amenities necessary to provide the needed demolition, upgrades, repairs, and/or replacements in equipment, buildings, and site infrastructure.

Removal of existing burn building and relocation of existing containers for storage on TFR property

Reconnection of existing standpipe system water supply to the new standpipe system

SUMMARY

Estimated Project Budget

\$1,500,000

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Tampa Fire Rescue (TFR) Training Tower Replacement: Design-Build, Design Criteria Package

Exhibit A-01

SITE AND EXISTING TRAINING FACILITIES
TO BE DEMOLISHED LOCATED AT
116 S 34TH ST TAMPA, FL 33605

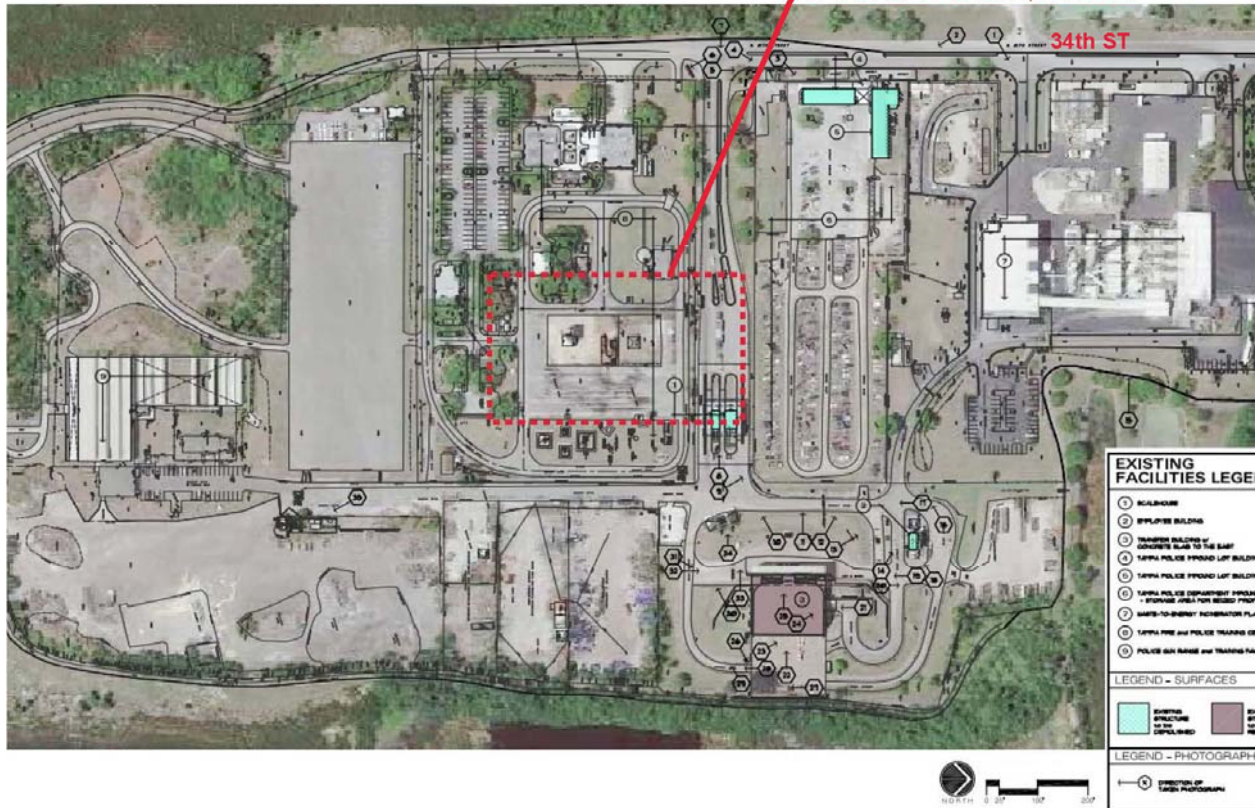
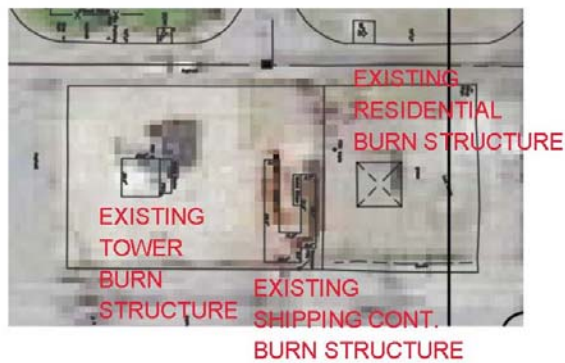


Exhibit A-02



RFQ: 21-C-00030
Tampa Fire Rescue (TFR) Training Tower Replacement: Design-Build, Design Criteria Package

Exhibit B-01

**SITE AND EXISTING TRAINING FACILITIES
TO BE DEMOLISHED LOCATED AT
116 S 34TH ST TAMPA, FL 33605**



Exhibit B-02



RFQ: 21-C-00030
Tampa Fire Rescue (TFR) Training Tower Replacement: Design-Build, Design Criteria Package

Exhibit C-01 Burn Building Basis of Design Building Type

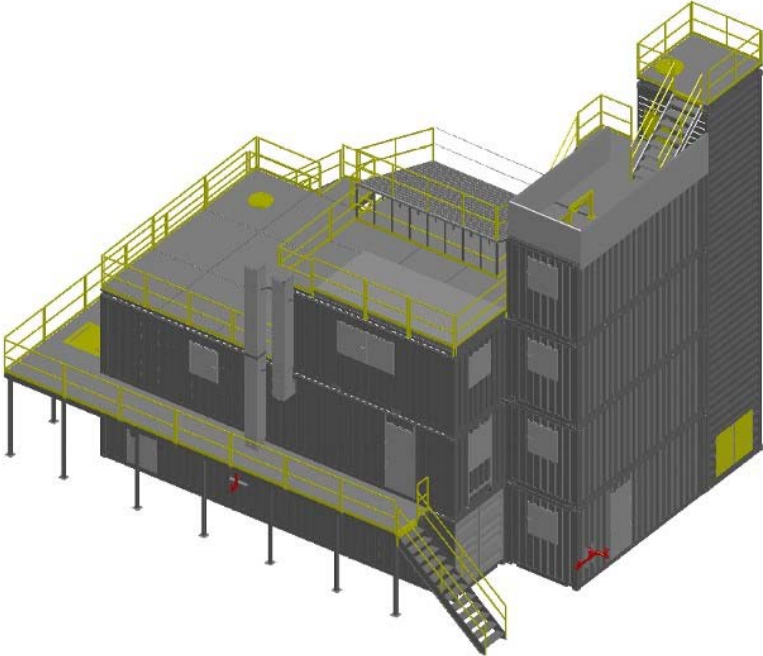
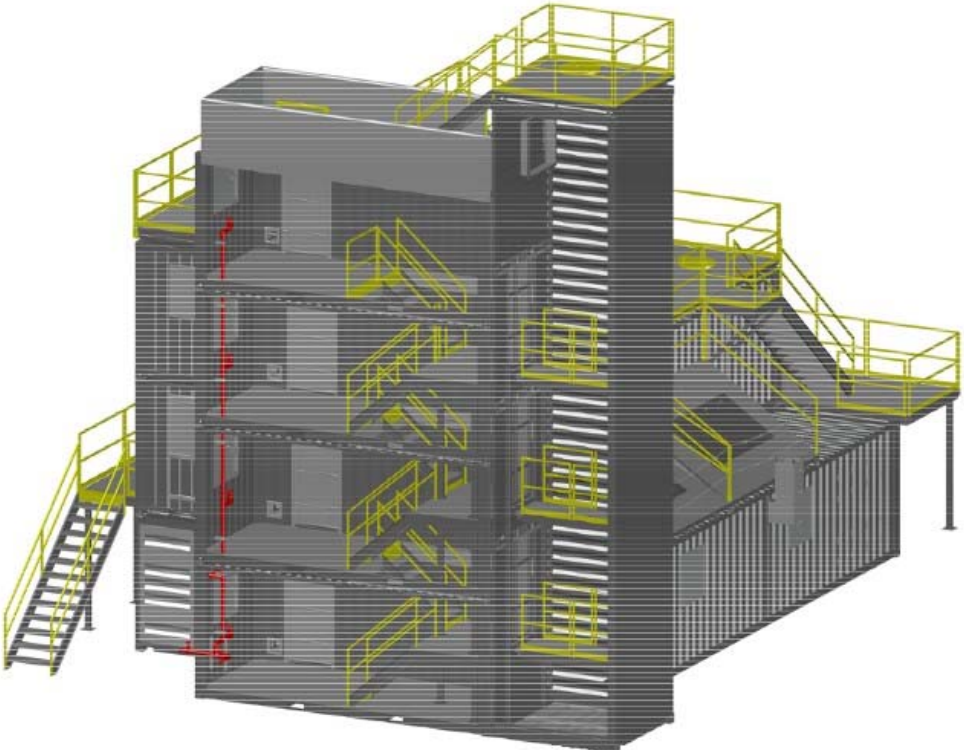


Exhibit C-02 Burn Building Basis of Design Building Type



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Tampa Fire Rescue (TFR) Training Tower Replacement: Design-Build, Design Criteria Package

Exhibit C-03 Burn Building Basis of Design Building Type

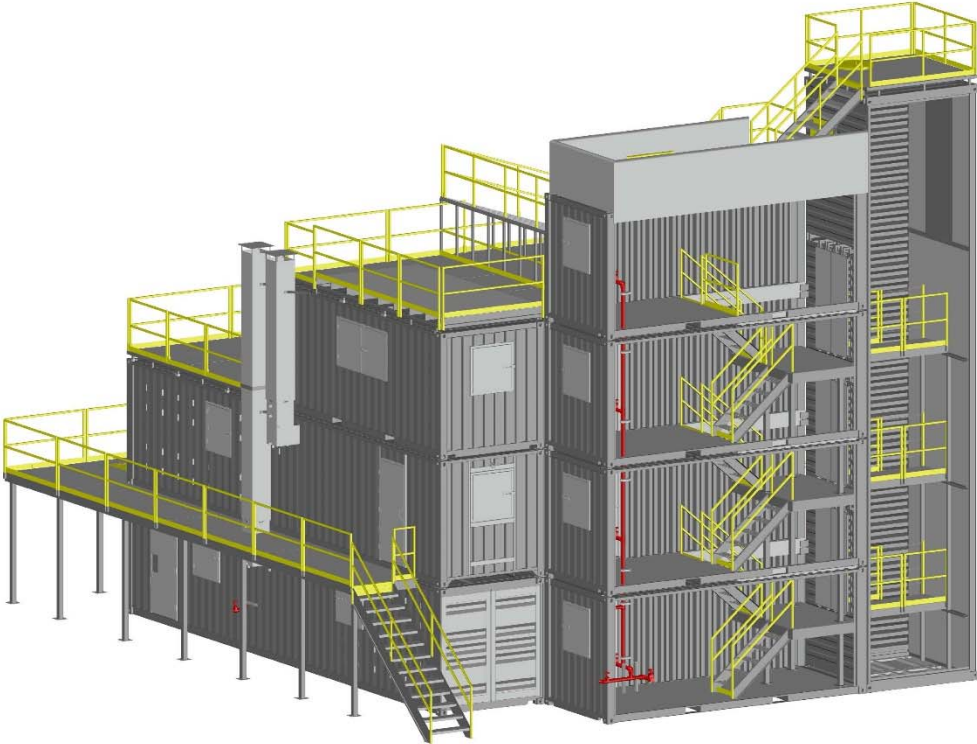
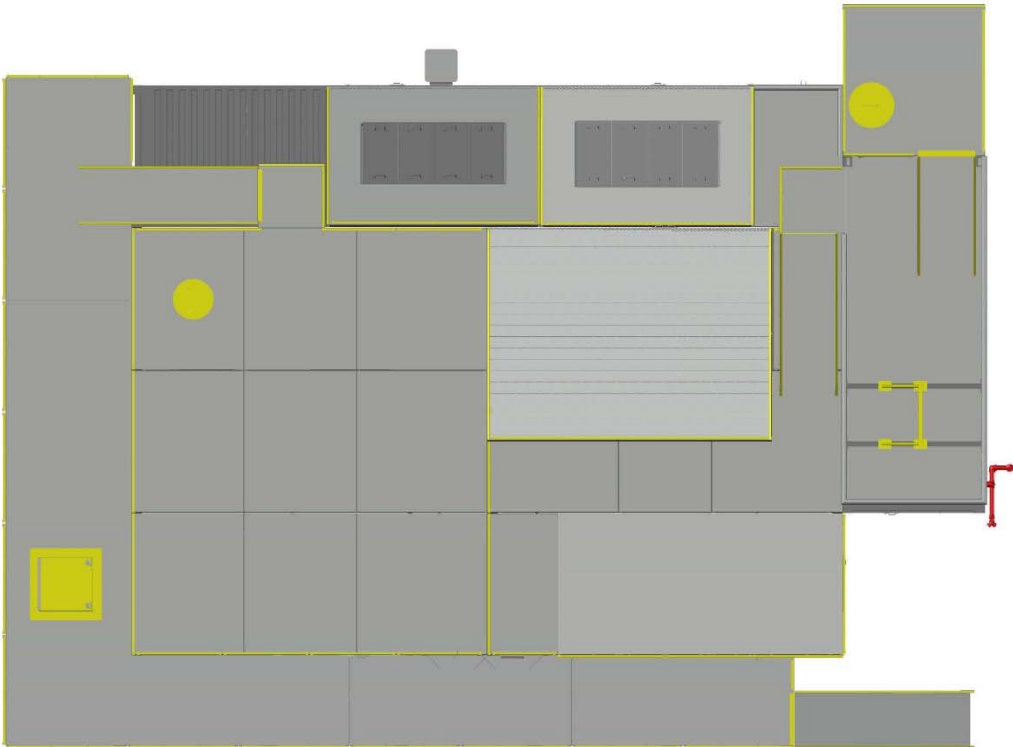


Exhibit C-04 Burn Building Basis of Design Building Type



Points Pursuant to Designated Industry Category: _____ (Refer to MBD Form 70 and Form 50-GFE Outreach)		
	Evaluation Criteria	Point Values
A.	Underutilized WMBE Firms participating as the Prime Contractor (City of Tampa Certified Only)	20
B.	City of Tampa Certified SLBE firms participating as the Prime Contractor, which include City of Tampa Certified WMBE/SLBE sub-(contractor, consultant) participation	5 - 15
C.	Non-City of Tampa Certified WMBE/SLBE Prime Contractor with meaningful sub-(contractor, consultant) participation by City Certified Underutilized WMBE and/or SLBE firms	1 - 15
D.	* External agency WMBE/SLBE/DBE certifications recognized by City of Tampa for designated RFP, RFQ, RFI solicitations	0 – 7

NOTE: The maximum points available for WMBE and/or SLBE participation will not exceed twenty (20)

Points are determined as follows (Requires Form 50-GFE):

- A. A maximum of twenty (20) rating points may be awarded when the Proposer is a City of Tampa Certified WMBE firm deemed underutilized within the Industry category established by the RFQ.
- B. A maximum of fifteen (15) rating points may be awarded when the Proposer is a City of Tampa certified SLBE with meaningful participation by City certified WMBE/SLBE sub-contractors/consultants.
- C. One to Fifteen (1-15) rating points may be awarded when the Proposer is not a City of Tampa certified WMBE/SLBE prime contractor but utilizes either Underutilized WMBE and/or SLBE certified firm(s) as sub-contractors/consultants and assigned to perform meaningful segments of the contractual services detailed herein and documented on the enclosed MBD Form 10-20.
- D. A maximum of seven (7) “discretionary” rating points may be awarded when the Proposer provides WMBE/SLBE participation from an external agency recognized by the City. Discretionary points may be awarded for ancillary participation (see definition). The point values for ancillary participation may be subordinate to weighted values outlined in categories A, B and C above.

NOTE: *WMBE participation is narrowly-tailored (per policy) to target underutilization of affected groups in specific trade/industry categories. Any WMBE/SLBE achievement that was not designated on MBD Form 70 is considered ancillary. Ancillary participation may be counted with overall participation and credited to your rating points when underutilization criteria are met.

The maximum number of points available for WMBE and/or SLBE participation will not exceed a total of twenty (20) points.



Good Faith Effort Compliance Plan Guidelines

for Women/Minority Business Enterprise/Small Local Business Enterprise Participation
City of Tampa - Equal Business Opportunity Program
(MBD Form 50 – detailed instructions on page 2 of 2)

Contract Name _____ Bid Date _____

Bidder/Proposer _____

Signature _____ Date _____

Name _____ Title _____

The Compliance Plan with attachments is a true account of Good Faith Efforts (GFE) made to achieve the participation goals as specified for Women/Minority Business Enterprises/Small Local Business Enterprises (WMBE/SLBE) on the referenced contract:

The WMBE/SLBE participation **Goal is Met or Exceeded**. See DMI Forms 10 and 20 which accurately report all subcontractors solicited and all subcontractors to-be-utilized.

The WMBE/SLBE participation Goal is **Not Achieved**. The following list is an overview of the baseline GFE action steps already performed. Furthermore, it is understood that these GFE requirements are weighted in the compliance evaluation based on the veracity and demonstrable degree of documentation provided with the bid/proposal:

(Check applicable boxes below. Must enclose supporting documents accordingly with remarks)

- (1) Solicited through reasonable and available means the interest of WMBE/SLBEs that have the capability to perform the work of the contract. The Bidder or Proposer must solicit this interest within sufficient time to allow the WMBE/SLBEs to respond. The Bidder or Proposer must take appropriate steps to follow up initial solicitations with interested WMBE/SLBEs. See DMI report forms for subcontractors solicited. See enclosed supplemental data on solicitation efforts. Qualifying Remarks:
- (2) Provided interested WMBE/SLBEs with adequate, specific scope information about the plans, specifications, and requirements of the contract, including addenda, in a timely manner to assist them in responding to the requested-scope identified by bidder/proposer for the solicitation. See enclosed actual solicitations used. Qualifying Remarks:
- (3) Negotiated in good faith with interested WMBE/SLBEs that have submitted bids (e.g. adjusted quantities or scale). Documentation of negotiation must include the names, addresses, and telephone numbers of WMBE/SLBEs that were solicited; the date of each such solicitation; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and evidence as to why agreements could not be reached with WMBE/SLBEs to perform the work. Additional costs involved in soliciting and using subcontractors is not a sufficient reason for a bidder/proposer's failure to meet goals or achieve participation, as long as such costs are reasonable. Bidders are not required to accept excessive quotes in order to meet the goal. DMI Utilized Forms for sub-(contractor/consultant) reflect genuine negotiations This project is an RFQ/RFP in nature and negotiations are limited to clarifications of scope/specifications and qualifications. See enclosed documentation. Qualifying Remarks:
- (4) Not rejecting WMBE/SLBEs as being unqualified without justification based on a thorough investigation of their capabilities. The WMBE/SLBEs standing within its industry, membership in specific groups, organizations / associations and political or social affiliations are not legitimate causes for rejecting or not soliciting bids to meet the goals. Not applicable. See attached justification for rejection of a subcontractor's bid or proposal. Qualifying Remarks:
- (5) Made scope(s) of work available to WMBE/SLBE subcontractors and suppliers; and, segmented portions of the work or material consistent with the available WMBE/SLBE subcontractors and suppliers, so as to facilitate meeting the goal. Sub-Contractors were allowed to bid on their own choice of work or trade without restriction to a pre-determined portion. See enclosed comments. Qualifying Remarks:
- (6) Made good faith efforts, despite the ability or desire of Bidder/Proposer to perform the work of a contract with its own forces/organization. A Bidder/Proposer who desires to self-perform the work of a contract must demonstrate good faith efforts if the goal has not been met. Sub-Contractors were not prohibited from submitting bids/proposals and were solicited on work typically self-performed by the prime. Qualifying Remarks:
- (7) Segmented portions of the work to be performed by WMBE/SLBEs in order to increase the likelihood that the goals will be met. This includes, where appropriate, breaking out contract work items into economically feasible units (quantities/scale) to facilitate WMBE/SLBE participation, even when the Bidder/Proposer might otherwise prefer to perform these work items with its own forces. Sub-Contractors were allowed to bid on their own choice of work or trade without restriction to a pre-determined portion. Sub-Contractors were not prohibited from submitting bids/proposals and were solicited on work typically self-performed by the prime. See enclosed comments. Qualifying Remarks:
- (8) Made efforts to assist interested WMBE/SLBEs in obtaining bonding, lines of credit, or insurance as required by the city or contractor. See enclosed documentation on initiatives undertaken and methods to accomplish. Qualifying Remarks:
- (9) Made efforts to assist interested WMBE/SLBEs in obtaining necessary equipment, supplies, materials, or related assistance or services, including participation in an acceptable mentor-protégé program. See enclosed documentation of initiatives and/or agreements. Qualifying Remarks:
- (10) Effectively used the services of the City and other organizations that provide assistance in the recruitment and placement of WMBE/SLBEs. See enclosed documentation. The following services were used:

Note: Provide any unsolicited information that will support the Bid/RFP Compliance Evaluation. Named Documents Are:



Participation Plan: Guidance for Complying with Good Faith Efforts Outreach
(page 2 of 2)

1. All firms on the WMBE/SLBE Goal Setting List must be solicited and documentation provided for email, fax, letters, phone calls, and other methods of outreach/communication with the listed firms. The DMI Solicited and DMI-Utilized forms must be completed for all firms solicited or utilized. Other opportunities for subcontracting may be explored by consulting the City of Tampa MBD Office and/or researching the on-line Diversity Management Business System Directory for Tampa certified WMBE/SLBE firms.
2. Solicitation of WMBE/SLBEs, via written or electronic notification, should provide specific information on the services needed, where plans can be reviewed and assistance offered in obtaining these, if required. Solicitations should be sent a minimum of a week (i.e. 5 business days or more) before the bid/proposal date. Actual copies of the bidder's solicitation containing their scope specific instructions should be provided.
3. With any quotes received, a follow-up should be made when needed to confirm detail scope of work. For any WMBE/SLBE low quotes rejected, an explanation shall be provided detailing negotiation efforts.
4. If a low bid WMBE/SLBE is rejected or deemed unqualified the contractor must provide an explanation and supporting documentation for this decision.
5. Prime shall break down portions of work into economical feasible opportunities for subcontracting. The WMBE/SLBE directory may be useful in identifying additional subcontracting opportunities and firms not listed in the "WMBE/SLBE Goal Setting Firms List."
6. Contractor shall not preclude WMBE/SLBEs from bidding on any part of work, even if the Contractor may desire to self-perform the work.
7. Contractor shall avoid relying solely on subcontracting out work-scope where WMBE/SLBE availability is not sufficient to attain the pre-determined subcontract goal set for the Bid or when targeted sub-consultant participation is stated within the RFP/RFQ.
8. In its solicitations, the Bidder should offer assistance to WMBE/SLBEs in obtaining bonding, insurance, et cetera, if required of subcontractors by the City or Prime Contractor.
9. In its solicitation, the Bidder should offer assistance in obtaining equipment for a specific job to WMBE/SLBEs, if needed.
10. Contractor should use the services offered by such agencies as the City of Tampa Minority and Small Business Development Office, Hillsborough County Entrepreneur Collaborative Center, Hillsborough County Economic Development Department's MBE/SBE Program and the NAACP Empowerment Center to name a few for the recruitment and placement of WMBEs/SLBEs.



Failure to Complete, Sign and Submit Both Forms 10 & 20 SHALL render the Bid or Proposal Non-Responsive

Page 1 of 4 – DMI Solicited/Utilized Schedules
City of Tampa – Schedule of All Solicited Sub-(Contractors/Consultants/Suppliers)
(FORM MBD-10)

Contract No.: _____ Contract Name: _____
Company Name: _____ Address: _____
Federal ID: _____ Phone: _____ Fax: _____ Email: _____

Check applicable box(es). Detailed Instructions for completing this form are on page 2 of 4.

- No Firms were contacted or solicited for this contract.
- No Firms were contacted because: _____
- See attached list of additional Firms solicited and all supplemental information (List must comply to this form)
Note: Form MBD-10 must list ALL subcontractors solicited including Non-minority/small businesses

NIGP Code Categories: Buildings = 909, General = 912, Heavy = 913, Trades = 914, Architects = 906, Engineers & Surveyors = 925, Supplier = 912-77

S = SLBE W=WMBE O = Neither	Company Name Address Phone, Fax, Email	Type of Ownership (F=Female M=Male) BF BM = African Am. HF HM = Hispanic AF AM = Asian Am. NF NM = Native Am. CF CM = Caucasian	Trade or Services NIGP Code (listed above)	Contact Method L=Letter F=Fax E=Email P=Phone	Quote or Response Received Y/N
Federal ID					

Failure to Complete, Sign and Submit
this form with your Bid or Proposal
Shall render the Bid Non-Responsive

It is hereby certified that the information provided is an accurate and true account of contacts and solicitations for sub-contracting opportunities on this contract.

Signed: _____ Name/Title: _____ Date: _____

Failure to Complete, Sign and Submit Both Forms 10 & 20 SHALL render the Bid or Proposal Non-Responsive
Forms must be included with Bid / Proposal



Instructions for completing The Sub-(Contractors/Consultants/ Suppliers) Solicited Form (Form MBD-10)

This form must be submitted with all bids or proposals. All subcontractors (regardless of ownership or size) solicited and subcontractors from whom unsolicited quotations were received must be included on this form. The instructions that follow correspond to the headings on the form required to be completed. Note: Ability or desire to self-perform all work shall not exempt the prime from Good Faith Efforts to achieve participation.

- **Contract No.** This is the number assigned by the City of Tampa for the bid or proposal.
- **Contract Name.** This is the name of the contract assigned by the City of Tampa for the bid or proposal.
- **Contractor Name.** The name of your business and/or doing business as (dba) if applicable.
- **Address.** The physical address of your business.
- **Federal ID. FIN.** A number assigned to your business for tax reporting purposes.
- **Phone.** Telephone number to contact business.
- **Fax.** Fax number for business.
- **Email.** Provide email address for electronic correspondence.
- **No Firms were contacted or solicited for this contract.** Checking the box indicates that a pre-determined Subcontract Goal or Participation Plan Requirement was not set by the City resulting in your business not using subcontractors and will self-perform all work. If during the performance of the contract you employ subcontractors, the City must pre-approve subcontractors. Use of the “Sub-(Contractors/Consultants/Suppliers) Payments” form (MBD Form-30) must be submitted with every pay application and invoice. Note: Certified **SLBE or WMBE firms** bidding as Primes **are not exempt** from outreach and solicitation of subcontractors.
- **No Firms were contacted because.** Provide brief explanation why no firms were contacted or solicited.
- **See attached documents.** Check box, if after you have completed the DMI Form in its entirety, you need more space to list additional firms and/or if you have supplemental information/documentation relating to the form. All DMI data not submitted on the MBD Form-10 must be in the same format and have all requested data from MBD Form-10 included.

The following instructions are for information of any and all subcontractors solicited.

- **“S” = SLBE, “W” = WMBE.** Enter “S” for firms Certified by the City as Small Local Business Enterprises and/or “W” for firms Certified by the City as either Women/Minority Business Enterprise; **“O” = Non-certified others.**
- **Federal ID. FIN.** A number assigned to a business for tax reporting purposes. This information is critical in proper identification and payment of the contractor/subcontractor.
- **Company Name, Address, Phone & Fax.** Provide company information for verification of payments.
- **Type of Ownership.** Indicate the Ethnicity and Gender of the owner of the subcontracting business.
- **Trade, Services, or Materials** indicate the trade, service, or materials provided by the subcontractor. NIGP codes aka “National Institute of Governmental Purchasing” are listed at top section of document.
- **Contact Method L=letter, F=fax, E=Email, P=Phone.** Indicate with letter the method(s) of soliciting for bid.
- **Quote or Resp. (response) Rec’d (received) Y/N.** Indicate “Y” Yes if you received a quotation or if you received a response to your solicitation. Indicate “N” No if you received no response to your solicitation from the subcontractor. Must keep records: log, ledger, documentation, etc. that can validate/verify.

If additional information is required or you have questions, please contact the Equal Business Opportunity Program - Minority and Small Business Development Office at (813) 274-5522.



Failure to Complete, Sign and Submit Both Forms 10 & 20 SHALL render the Bid or Proposal Non-Responsive

Page 3 of 4 – DMI Solicited/Utilized Schedules
City of Tampa – Schedule of All To-Be-Utilized Sub-(Contractors/Consultants/Suppliers)
(FORM MBD-20)

Contract No.: _____ Contract Name: _____
 Company Name: _____ Address: _____
 Federal ID: _____ Phone: _____ Fax: _____ Email: _____

Check applicable box(es). Detailed Instructions for completing this form are on page 4 of 4.

See attached list of additional Firms Utilized and all supplemental information (List must comply to this form)

Note: Form MBD-20 must list ALL subcontractors To-Be-Utilized including Non-minority/small businesses

No Subcontracting/consulting (of any kind) will be performed on this contract.

No Firms are listed to be utilized because: _____

NIGP Code General Categories: Buildings = 909, General = 912, Heavy = 913, Trades = 914, Architects = 906, Engineers & Surveyors = 925, Supplier = 912-77

Enter "S" for firms Certified as Small Local Business Enterprises, "W" for firms Certified as Women/Minority Business Enterprise, "O" for Other Non-Certified

S = SLBE W=WMBE O =Neither	Company Name Address Phone, Fax, Email	Type of Ownership (F=Female M=Male) BF BM = African Am. HF HM = Hispanic Am. AF AM = Asian Am. NF NM = Native Am. CF CM = Caucasian	Trade, Services, or Materials NIGP Code Listed above	\$ Amount of Quote. Letter of Intent (LOI) if available	Percent of Scope or Contract %

Failure to Complete, Sign and Submit
 this form with your Bid or Proposal
 Shall render the Bid Non-Responsive

Total ALL Subcontract / Supplier Utilization \$ _____
 Total SLBE Utilization \$ _____
 Total WMBE Utilization \$ _____
 Percent SLBE Utilization of Total Bid/Proposal Amt. _____% Percent WMBE Utilization of Total Bid/Proposal Amt. _____%

It is hereby certified that the following information is a true and accurate account of utilization for sub-contracting opportunities on this Contract.

Signed: _____ Name/Title: _____ Date: _____

Failure to Complete, Sign and Submit Both Forms 10 & 20 SHALL render the Bid or Proposal Non-Responsive
Forms must be included with Bid / Proposal



Page 4 of 4 DMI – Solicited/**Utilized**

Instructions for completing **The Sub-(Contractors/Consultants/ Suppliers) to be Utilized Form (Form MBD-20)**

This form must be submitted with all bids or proposals. All subcontractors (regardless of ownership or size) projected to be utilized must be included on this form. Note: Ability or desire to self-perform all work shall not exempt the prime from Good Faith Efforts to achieve participation.

Contract No. This is the number assigned by the City of Tampa for the bid or proposal.

- **Contract Name.** This is the name of the contract assigned by the City of Tampa for the bid or proposal.
- **Contractor Name.** The name of your business and/or doing business as (dba) if applicable.
- **Address.** The physical address of your business.
- **Federal ID. FIN.** A number assigned to your business for tax reporting purposes.
- **Phone.** Telephone number to contact business.
- **Fax.** Fax number for business.
- **Email.** Provide email address for electronic correspondence.
- **No Subcontracting/consulting (of any kind) will be performed on this contract.** Checking box indicates your business will not use subcontractors when no Subcontract Goal or Participation Plan Requirement was set by the City, but will self-perform all work. When subcontractors are utilized during the performance of the contract, the “Sub-(Contractors/Consultants/Suppliers) Payments” form (MBD Form-30) must be submitted with every pay application and invoice. Note: certified **SLBE or WMBE firms** bidding as Primes **are not exempt** from outreach and solicitation of subcontractors, including completion and submitting Form-10 and Form-20.
- **No Firms listed To-Be-Utilized.** Check box; provide brief explanation why no firms were retained when a goal or participation plan requirement was set on the contract. Note: mandatory compliance with Good Faith Effort outreach (GFCEP) requirements applies (MBD Form-50) and supporting documentation must accompany the bid.
- **See attached documents.** Check box, if after completing the DMI Form in its entirety, you need more space to list additional firms and/or if you have supplemental information/documentation relating to the scope/value/percent utilization of subcontractors. Reproduce copies of MBD-20 and attach. All data not submitted on duplicate forms must be in the same format and content as specified in these instructions.

The following instructions are for information of Any and All subcontractors To Be Utilized.

- **Federal ID. FIN.** A number assigned to a business for tax reporting purposes. This information is critical in proper identification of the subcontractor.
- **“S” = SLBE, “W” = WMBE.** Enter “S” for firms Certified by the City as Small Local Business Enterprises and/or “W” for firms Certified by the City as Women/Minority Business Enterprise; **“O” = Non-certified others.**
- **Company Name, Address, Phone & Fax.** Provide company information for verification of payments.
- **Type of Ownership.** Indicate the Ethnicity and Gender of the owner of the subcontracting business.
- **Trade, Services, or Materials (NIGP code if Known)** Indicate the trade, service, or material provided by the subcontractor. Abbreviated list of NIGP is available at <http://www.tampagov.net/mbd> “Information Resources”.
- **Amount of Quote, Letters of Intent** (required for both SLBEs and WMBEs).
- **Percent of Work/Contract.** Indicate the percent of the total contract price the subcontract(s) represent. For CCNA only (i.e. Consultant A/E Services) you must indicate subcontracts as percent of total scope/contract.
- **Total Subcontract/Supplier Utilization.** – Provide total dollar amount of all subcontractors/suppliers projected to be used for the contract. (Dollar amounts may be optional in CCNA depending on solicitation format).
- **Total SLBE Utilization.** Provide total dollar amount for all projected SLBE subcontractors/Suppliers used for this contract. (Dollar amounts may be optional in CCNA proposals depending on the solicitation format).
- **Total WMBE Utilization.** Provide total dollar amount for all projected WMBE subcontractors/Suppliers used for this contract. (Dollar amounts may be optional in CCNA proposals depending on the solicitation format).
- **Percent SLBE Utilization.** Total amount allocated to SLBEs divided by the total bid/proposal amount.
- **Percent WMBE Utilization.** Total amount allocated to WMBEs divided by the total bid/proposal amount.

If additional information is required or you have questions, please contact the Equal Business Opportunity Program - Minority and Small Business Development Office at (813) 274-5522.

Procurement Guidelines To Implement Minority & Small Business Participation

Underutilized WMBE Primes by Industry Category

FORMAL PROCUREMENT	Construction	Construction-Related	Professional	Non-Professional	Goods
	Black	Asian	Black	Black	Black
	Hispanic	Native Am.	Hispanic	Asian	Hispanic
	Native Am.	Woman	Asian	Native Am.	Asian
	Woman		Native Am.		Native Am.
			Woman		Woman

Underutilized WMBE Sub-Contractors / Sub-Consultants

SUB WORK	Construction	Construction-Related	Professional	Non-Professional	Goods
	Black	Black	Black	Black	Black
		Asian	Hispanic	Asian	Asian
		Native Am.	Asian	Native Am.	Native Am.
		Woman	Native Am.		Woman
			Woman		

Policy

The Guidelines apply to formal procurements and solicitations. WMBE participation will be narrowly-tailored.

Index

- Black = Black/African-American Business Enterprise
- Hispanic = Hispanic Business Enterprise
- Asian = Asian Business Enterprise
- Native Am. = Native American Business Enterprise
- Woman = Woman Business Enterprise (Caucasian)

Industry Categories

Construction is defined as: new construction, renovation, restoration, maintenance of public improvements and underground utilities.

Construction-Related Services are defined as: architecture, professional engineering, landscape architecture, design build, construction management services, or registered surveying and mapping.

Professional Services are defined as: attorney, accountant, medical doctor, veterinarian, miscellaneous consultant, etc.

Non-Professional Services are defined as: lawn maintenance, painting, janitorial, printing, hauling, security guard, etc.

Goods are defined as: all supplies, materials, pipes, equipment, machinery, appliances, and other commodities.

MBD Form-70